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WESTERN AREA POWER ADMINISTRATION

MARCH 2021

TVIaking Connections







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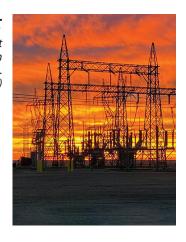
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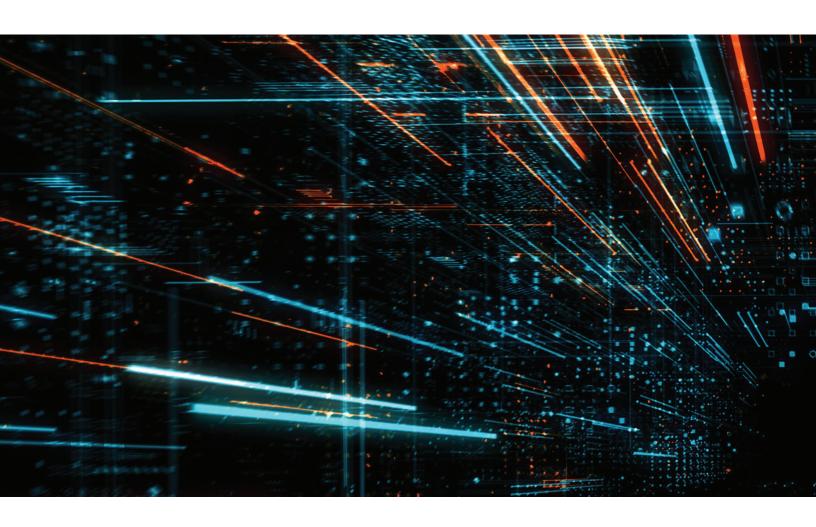
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On the cover

Morning at Fort Thompson Substation in South Dakota. (Photo by **Forrest Bolt**)







Finance uses FIMS to keep track of the data WAPA generates. For example, FIMS tracks the lifecycle of a transformer from the creation of a purchase requisition, to placing the asset in service, through depreciation of the asset over its operable life, ending with the asset's disposal.

"As a Power Marketing
Administration, WAPA engages
customers, suppliers and other federal
entities such as Bureau of Reclamation
and Army Corps of Engineers thousands and thousands of times per
year," said Peterson. "FIMS tracks each
of these activities for us, including
fund flows to and from the generating agencies and our returns to the
Treasury which, incidentally, topped
\$272 million last fiscal year."

WAPA also pulls most of the financial data it publishes in its annual report and on The Source, the organization's transparency website, from information tracked in FIMS.

Outside insights

Like all things Information Technology, FIMS must evolve and improve to stay relevant.

Beginning in 2015, the FIMS vendor began to modernize the look and feel of the application's front end. They implemented the SubLedger Accounting module, which allows for complex logic to be used in accounting transactions, and introduced functionality that allowed Finance to export reports directly in PDF, Word or Excel formats.

The project took nine months and relied mostly on consultants performing the work. WAPA staff was mainly used to help consultants understand the organization's business processes and test the system before it went live.

WAPA decided to use this "system integrator methodology" because inhouse staff did not have the expertise necessary to complete an upgrade that extensive. At various times during the effort, there were 20 or more consultants working on the project, which,

including federal and contract staff, ended up costing WAPA around \$7.6 million dollars.

Skilling up

"After the upgrade was done in 2016, leadership in the CFO's office and IT got together to see what we could do to make updates cheaper moving forward," said Supervisory Accountant Justin Borsheim. "The idea that WAPA would need to pay more than seven million dollars every few years was unacceptable."

Between 2016 and 2020, the Office of the Chief Financial Officer and the Office of the Chief Information Officer spent significant time training staff on project management and change management, as well as enhancing the skill sets of federal and contract staff.

"WAPA adopted 'agile development' methodologies, which allow us to be more focused as a group on a common goal," said Borsheim. "We also brought in a couple of key resources that brought our skill levels up."

Most of the FIMS enhancements WAPA has completed in the last few years with in-house personnel would have been impossible before boosting the expertise of employees.

For example, using 100% in-house personnel, Finance and the Office of the Chief Information Officer have implemented updates to track and approve invoices electronically, built integrations between FIMS and the Treasury's Invoice Processing Platform and annually imported data to The Source.

Prior to 2016, WAPA would have enlisted consultants to complete those enhancements.

Tracking ahead

As part of the upgrade project that began in 2020, WAPA slashed the number of financial reports supported within FIMS from more than 20,000 to fewer than 400. IT will no longer need to support and troubleshoot nearly as many reports, saving significant time and money.

The upgrade is laying the ground-work for WAPA to be able to comply with the Department of the Treasury's G-Invoicing mandate, which requires federal agencies to standardize the way they manage intragovernmental buying and selling transactions. It will also enable patches to occur while the system is fully functional, allowing WAPA to maintain near 24/7 uptime.

Previously, IT had to take the entire system down for hours to apply patches. Soon it will take only 30 minutes.

"Not only will the system be more accessible and easily maintained, but the current refresh also includes additional modernization of the front end and more user-friendly forms and reports," said Senior Vice President and Chief Information Officer Mike Montoya. "That will be a big step up in

terms of flexibility and ease of use at a time when our workforce can use it."

The biggest changes between the 2016 project and today's are the methodology WAPA is using to accomplish its objectives and how much WAPA's approach and proficiency have evolved.

The improvements happening now will take approximately 10 months and rely mostly on in-house contract and federal staff. Consultants are brought in only for areas that need a significant amount of focus or where workload is substantial.

To date, only two consultants have been brought in to assist, saving roughly \$5 million dollars in comparison to the old model.

"Cost-effective solutions like our 2021 FIMS upgrade help to keep our rates low and our returns to Treasury high," said Peterson. □

Note: Barendsen is a public affairs specialist.





t midnight, Feb. 1, Upper Great Plains-West, the Colorado River Storage Project and Rocky Mountain formally joined the Southwest Power Pool's Western Energy Imbalance Service market. This represented the last major milestone toward the launch of the WEIS, as well as the achievement of a goal set Sept. 9, 2019, to join the new EIS.

The development and implementation of processes necessary for participation in the new real-time market required the efforts of more than 80 WAPA employees, who collectively dedicated thousands of hours to the project.

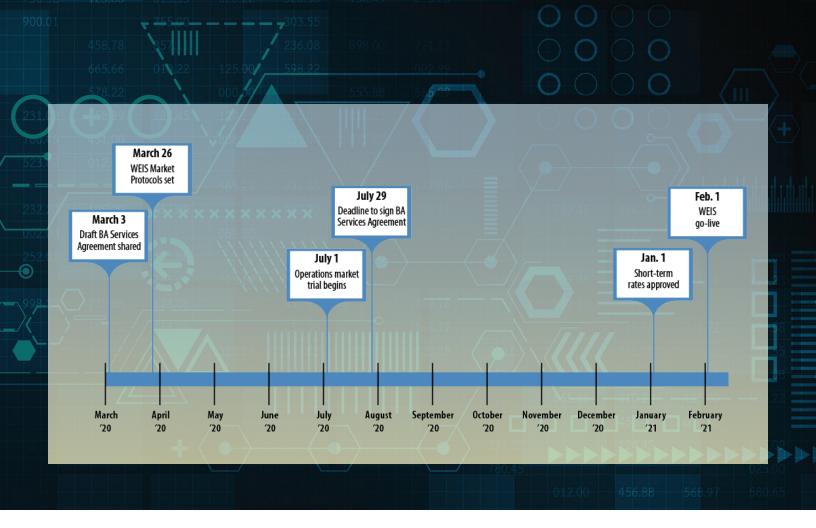
"It was wonderful to work with such a great team," said Organizational Approach to Markets Project Manager **Amy Cutler**. "There were so many moving pieces to this project under a very short timeline."

The project involved nearly every employee and supervisor working in Operations, Energy Management and Marketing, Settlements, Rates, Contracts and Transmission Services as well as numerous employees from Information Technology, Maintenance, General Counsel and Public Affairs.

Employees held more than 500 internal and external meetings with customers and generating

agencies to provide updates on the many ongoing activities, as well as to coordinate the necessary changes to smoothly integrate the new market and its accompanying technology into existing and modified contracts and agreements.

"Historically, WAPA managed the majority of energy imbalance in its balancing authorities using its hydropower generators, but this was becoming difficult to manage alone," explained Administrator and CEO Mark A. Gabriel in his announcement. "Joining WEIS allows WAPA and other utilities to leverage a diverse range of generators across a larger footprint, which reduces the burden on the hydropower units, supports the integration of a larger number of generators with variable energy output, such as wind and solar, and ensures we are able to continue delivering reliable, affordable and secure energy to our customers when and where they need it."



One notable benefit is that resolving the real-time mismatch between electricity demand and generation in those balancing authorities will be managed by the WEIS market on a five-minute basis.

"Transitioning into WEIS joins the ranks of other completed market efforts, such as UGP-East joining the SPP regional transmission organization as full members, the Organizational Approach to Markets initiative, joining the Northwest Power Pool Reserve Sharing Group and, yes, the Mountain West Transmission Group effort," continued Gabriel. "Even our truncated efforts teach us valuable lessons about the world of tomorrow and how we succeed there."

"Creating a new market in the West is a big deal," said Cutler. "The team had a positive attitude and an amazing work ethic. They were willing to step up and take on challenges to help their peers. This was so very inspiring to me and made the project easier for all of us."

The final couple of months ahead of implementation required a good deal

of coordination with various organizations and stakeholders.

The final review and comment cycle for the draft Business Practices concluded Dec. 18. On Dec. 23, the Federal Energy Regulatory Commission approved SPP's WEIS tariff, completing the last critical regulatory step for the market to begin operating. The RM and CRSP rates for short-term sales in WEIS were approved Dec. 29, distributed to customers Dec. 30 and posted online Jan. 4. The Western Markets Executive Committee made its final decision Jan. 22

As Gabriel observed in his announcement, WAPA's markets successes will soon by joined by more accomplishments. SN's transition into the California Independent System Operator Western Energy Imbalance Market is planned for March. DSW will select its path for energy imbalance management this spring.

"Many other market-related activities are currently underway as we navigate the changes that are fundamentally altering the way we do business," said Gabriel.

Cutler noted that there are still a number of items that the post-go-live team will have to address, which is to be expected of any project of this scale. She is proud of everything WAPA has achieved so far.

"It was a privilege to work with the WEIS project team to establish a new energy market for the Western United States," she said.

"I want to thank every employee who participated in this project," Gabriel said. "Speaking for myself and Project Manager Amy Cutler, it has been an honor to lead such a dedicated and innovative group. Thanks to your monumental contributions, we have passed another major milestone in our journey to power the energy frontier and attain a secure, relevant and valuable future for WAPA and our customers."

Note: Lisa Meiman contributed to this story.

For more information, visit the WEIS activities page at wapa.gov/
About/keytopics/Pages/westerneis-implementation.aspx



Important dates in 2021

Application deadline

March 25

Participants selected

Mid-April

Program begins

Late June

The CLDP is designed to allow its participants to reach beyond the scope of their everyday jobs. It assists them in developing the leadership traits and skill sets they will need for the next step in their careers, much as the Leadership Emergence and Development program does for WAPA's office staff.

"The CLDP can boost you beyond the scope of your everyday job and help you develop the leadership traits and skill sets to take your career to the next level," said Acting Senior Vice President and Rocky Mountain Regional Manager Jack Murray, who chairs the CLDP Committee. "It prepares you for positions of leadership and broadens your perspective of the region, agency and industry."

Foreman II High Voltage Electrician Leader **Derik Anderson**, who graduated from the second CLDP cohort, agreed that the development of leadership traits is a great benefit of the program.

"The CLDP program is valuable because it gives craftsman not only the opportunity to learn to be better leaders to possibly move into more of a leadership role, but also to be better as followers," said Anderson. "I think a strong understanding of leadership traits can lead to a more versatile journeyman."

Through the duration of the program, CLDP participants continue to work in their current positions, performing their primary job responsibilities.

Participation is open to all permanent, non-supervisory, journeyman-level craft employees.

"We've had an excellent variety of craft employees in the past," said Murray, "and it would be great to see that continue. Our previous cohort included eight electricians, one lineman, one electronic equipment craftsman and two meter and relay technicians. I'm excited to see who participates this year."

Anderson was impressed by the variety of skills he was able to develop during his CLDP participation.

"Not only do you get to learn great leadership skills, but you also get to take technical courses related to your craft to further your knowledge base in the field," he said. "Another opportunity within the CLDP is getting to shadow the other departments within WAPA to further gain an understanding of how all the pieces work together to fulfill our mission."

Apply yourself

On March 1, the CLDP began accepting applications for its upcoming cohort. Applications will continue to be accepted until March 25 at 5 p.m. Mountain Time.

Interested candidates may apply by submitting a completed CLDP application form and a copy of their current resume to Craft Training Coordinator **James Bonner**. These can be submitted via email attachment, with an electronically signed signature page, to **bonner@wapa.gov**.

In order to qualify for participation, applicants must have a performance

rating of "meets expectations" or higher on their most recent performance review. Additionally, they must not be participating in other training or developmental programs by the time the CLDP starts up in June.

Up to 12 candidates may be selected from the pool of qualified applicants, and participants are required to agree to a two-year service agreement. Previous applicants who were not already selected for the CLDP are encouraged to apply.

WAPA is committed to providing training opportunities for all employees. If you have a disability that requires an accommodation to fully participate in this training, contact your local reasonable accommodation coordinator, who is the regional administrative officer.

"I'm looking forward to this next cohort," said Murray. "It's always rewarding to guide a new group of participants, helping them gain skills and experience while they learn about how WAPA works as a whole and how to adapt to an ever-changing work environment. It's an excellent program, and a perfect example of WAPA's core value to seek, share, partner."

Note: Eric Barendsen contributed to this story.

CLDP application materials and additional information can be found by visiting myWAPA,

Programs, Craft Training and scrolling to Craft Leadership Development Program.

Refresh yourself on WAPA's branding

ith the recent refresh of WAPA's mission and vision statements, it's a good time for employees to refresh themselves on WAPA's branding. Consistent branding is a sign of an aligned and effective organization, and each employee bears responsibility for the overall experience of WAPA's communications.

WAPA's image is perceived by the public in a number of ways. People learn who we are through the things we say, the pages on our website, the emails we send, the phone calls we make, the presentations we give, the publications we create and so much more.

One of the most important areas of alignment is the organization's name.

We are not Western

Old habits die hard. Sometimes change is uncomfortable. Even so, it is important that employees refer to the organization consistently and correctly.

Use WAPA, not Western, when referring to Western Area Power Administration. "Western" is vague and is easily confused with other organizations. "WAPA" replaced "Western" as the correct way to refer to the organization in shorthand five years ago, and all employees must be in the habit of using it.



For the full documents and materials referenced in this story, visit myWAPA, Departments, Public Affairs, Branding policy and tools It is crucial that we are aligned in terms of our identity as an organization. When we are not aligned, we appear confused, contradictory and careless, which is potentially damaging to WAPA's reputation. That is especially true when employees are not even aligned on the organization's name.

Our name is a beacon that assists others in recognizing and

identifying our organization. Use the name WAPA and stop using Western. Help your colleagues to remember this distinction as well.

When an organization is not aligned, its trust and authority will suffer. Alignment benefits the organization, customers and the public. Please take it seriously.

Emails, presentations and logos

WAPA's visual identity is defined by everything from official email signatures to logos, icons and other images used to identify the organization.

Adherence to a consistent visual identity bolsters WAPA's reputation and protects the integrity of its brand. For this reason, it is important that visual branding policies are followed correctly.



For instance, follow the Signature Block Guidance document available on the Public Affairs myWAPA page. An example of an appropriate signature block is included here for convenience. Quotes, photos or other types of customizations must not be used.

Emails themselves should contain a signature block as often as possible, even when corresponding with internal colleagues. No email backgrounds or other customizations are allowed. Use black or blue text and size-11 Calibri as the font.

Teresa Waugh | Chief Public Affairs Officer
Western Area Power Administration | Headquarters
(O) 720.962.7051 | (M) 303.328.8225 | Waugh[at]wapa.gov



For PowerPoint presentations, use only the templates available on the Public Affairs myWAPA page. Using correct branding in presentations is critical, as they are routinely shared on The Source and otherwise circulated to customers. Using an approved template is also easier and a more efficient use of time than attempting to create one from scratch.

When using WAPA's logo, be sure not to stretch, resize or otherwise manipulate it in any way; paste it directly into documents without alteration. If you need a differently sized version of the WAPA logo, contact Public Affairs.

Also, remember that any and all programmatic logos have been retired and should not be used anywhere. Use only the WAPA logo. Programmatic

Title of Presentation

[Presenter name] [Presenter title] Meeting Name, [Date]

Western Area Power Administration

logos create confusion about the organization, both internally and externally.

Follow video protocol

Public Affairs is ultimately responsible for video content created and shared on internal and external sites, except for certain training videos.

Any other videos about WAPA, its employees or its services must be produced by or in cooperation with Public Affairs. More information can be found in the Video Production Approval Process and Video Branding Policy documents, also available at the Public Affairs myWAPA site.

In some cases, videos may be produced by a vendor or workgroup that has been approved by the chief Public Affairs officer. Be sure to obtain this approval before initiating the production of any video content.

Our organization's commitment to excellence extends to every aspect of our business, across our entire 15-state footprint, and reflects our value to local, regional and national audiences. The element that best identifies us – our brand – requires diligence and care to maintain.

Any time we speak on behalf of the organization, it is crucial that we are aligned in our branding. Consistent branding increases the trust we hold with stakeholders, customers and employees. Diligently following these standards is the easiest way to demonstrate alignment, building that trust.

WAPA thanks you for observing its branding protocols. \square

Contact **publicaffairs@wapa.gov** with any questions or concerns regarding branding.





Employees recognized for accomplishments

number of employees were recently recognized with prestigious awards for their work both at WAPA and in their personal lives.

Their efforts have demonstrated the highest standards of dedication to public service and significant benefits to the Nation.



In late January, outgoing Secretary of Energy Dan Brouillette announced the latest recipients of the Secretary's Honor Awards. One of those awards, The Secretary of Energy Achievement Award, went to the United States Department of Energy Office of Emergency Operations – Primary Mission Essential Function #3 Team for their extraordinary contributions to the Department of Energy's COVID-19 response.

The team included employees from many organizations, with WAPA represented by Administrator and CEO Mark A. Gabriel, as well as Chief of Staff Melissa Ardis, Senior Vice President and General Counsel **Iohn Bremer**. Supervisory Contract Specialist Jerad Gaines, Executive Vice President and Chief Operations Officer Kevin Howard, Senior Vice President and Chief Administrative Officer Jennifer Rodgers, Senior Vice President and Assistant Administrator for Corporate Liaison Dionne Thompson and Legislative Liaison Kathy Tyer, among others.

"Their efforts have demonstrated the highest standards of dedication to public service and significant benefits to the Nation," read the award description. "The superior leadership and crisis management expertise of the Office of Emergency Operations was invaluable to the Department's ability to prepare for, mitigate, respond to, and recover from the effects of the pandemic. The early response actions and sound continuity practices championed by the Office of Emergency Operations enabled the Department's ability to maintain essential functions."

"Although we're not able to host an award ceremony at this time, it's important we recognize and celebrate these notable accomplishments," said Brouillette in his announcement. "I want to thank all the recipients for their vital contributions to the Department and our country. I am truly honored to work alongside such brilliant, talented individuals who show unwavering commitment to public service. Congratulations on this well-deserved recognition."

Additionally, High Voltage
Electrician Randy Hammit was
recently named a recipient of the
Civil Air Patrol Silver Medal of Valor,
the highest decoration a Civil Air
Patrol member can receive. The
honor recognizes "distinguished and
conspicuous heroic action, at the risk
of life, above and beyond the call of
normal duty."

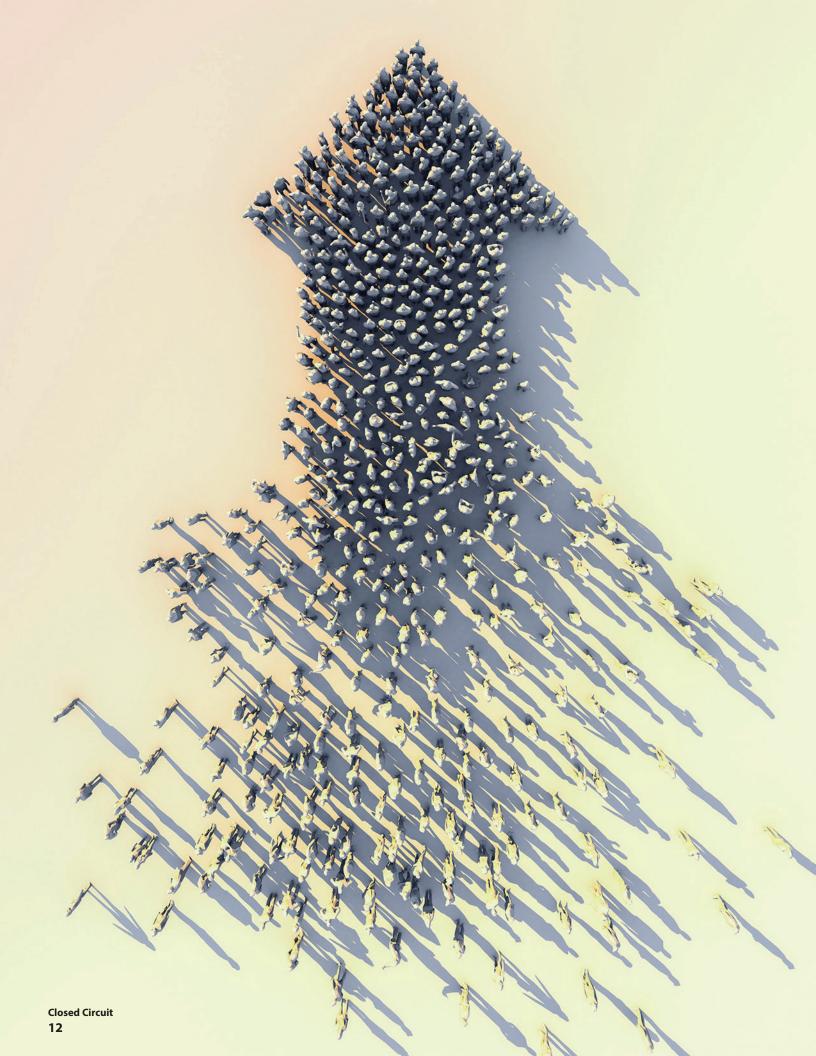
Hammit and High Voltage Electrician **Marvin Moon**e happened to be nearby during an active-shooter incident at Westgate Entertainment District in Glendale, Arizona, on May 20, 2020. They – along with Hammit's wife, Kelli – put themselves in harm's way to administer first aid to two wounded victims before paramedics were able to arrive.

The Civil Air Patrol supports
America's communities with emergency response, including search-andrescue and disaster-relief operations, aerospace education for youth and the general public and cadet programs for teenagers. It is a federally funded nonprofit that serves as the official auxiliary of the United States Air Force and includes people from all backgrounds, lifestyles and occupations.

Glendale Mayor Jerry Weiers has presented proclamations to the Hammits and the Glendale Fire Department has also presented them with its Life Safety Award.

Closed Circuit staff extends its appreciation and congratulations to the recipients of these awards. \Box

For more information about the actions of Hammit and Moone, see "Employees intervene in active shooter situation" in the September 2020 issue of Closed Circuit.



Feedback shapes LDP offerings

By Brittanie Paquette

he Leadership Development Program asked for feedback on employee needs from a professional development perspective, and employees were more than happy to provide it! With nearly 300 responses, Leadership Development was able to collect and analyze a large amount of helpful data.

Evaluating these responses, the program determined that the top three reported needs across WAPA were effective communication; conflict management; and influencing and negotiation. The team was able to break this

down further; within effective communication, for instance, employees cited presenting and facilitation skills as the top needs, followed by a tie between public speaking and active listening.

So, what is Leadership
Development doing with this information? Well, after holding several focus
groups and analyzing the results,
Leadership Development has begun
the process of fine tuning and selecting open-enrollment courses that will
fit the training needs expressed by
WAPA's employees.

In short, you have expressed your desires for training opportunities, and we are working diligently to meet them. We will roll out these courses as soon as we can, so keep an eye on your email for announcements and the opportunity to sign up.

Additionally, Leadership
Development has many current options for learning and development, so employees may be able to meet many of their needs ahead of the upcoming courses.

For instance, employees can attend the monthly Leadership Essentials Webinar. Each webinar is one hour long and each month focuses on a competency within the WAPA Leadership Competency Model. Recordings of past webinars are available on the Leadership Development myWAPA page.

Another offering is the "Line by Line" non-book-club book club. This group meets every month to discuss selected podcasts, articles, videos or books. During these meetings, participants break into groups to discuss various topics, including how the selection touches on leadership, how this type of leadership is seen at WAPA and so on. These meetings are held on the second Thursday of each month from 2-3 p.m. Mountain Time.

Specific to supervisors, the Leadership Development Program offers the 20:20:20 Forum. This is an opportunity for any supervisor to meet with colleagues, share ideas, discuss leadership topics and more. This monthly opportunity is held via WebEx.

The mission of the Leadership Development Program is to make WAPA an even better place to work by expanding leadership acumen. It provides innovative developmental opportunities to increase competencies, behaviors and attributes needed for current and aspiring leaders.

Within the next two years, Leadership Development has plans to roll out new opportunities, expand the open-enrollment course offerings, have all supervisors complete the WAPA-specific 360-degree assessment tool and more, all on top of continuing the current monthly offerings.

Keep an eye on your email for upcoming opportunities, and keep your feedback coming! □

Note: Paquette is a Leadership Development Program manager. Troy Steadman contributed to this story.

For questions about the Leadership Development program or the opportunities it provides, contact leadershipdevelopment@wapa.gov

For information on all current
Leadership Development
opportunities and a calendar of
upcoming events, visit myWAPA,
Programs, Leadership Development



AEM kicks off 2021

he first All-Employee Meeting of 2021 was held Jan. 26, with presenters and attendees assembling virtually due to the ongoing COVID-19 pandemic.

The event was hosted by Management Analyst Yamile Brito, who periodically invited attendees to recognize the efforts of their colleagues via the virtual meeting's chat window.

Administrator and CEO Mark A.

Gabriel provided the State of WAPA.

Among other topics, he discussed
2021's theme of "Balance," the ongoing
Workload Management Initiative, a
markets update, COVID-19 progress
and the organization's refreshed mission and vision statements.

"Perhaps the most important thing we can do within WAPA to achieve balance this year and respond to the ongoing changes in the energy industry is affirm why we are here and where we want to go, otherwise

Upcoming AEM dates

These dates are subject to change.
Agendas and attendance information will be provided via WAPA-wide email.

- Thursday, June 3, 9:30 a.m. Mountain time.
- Tuesday, Oct. 26, 9:30 a.m. Mountain time.

known as our mission and vision," said Gabriel.

Senior Vice President and Assistant Administrator for Corporate Liaison **Dionne Thompson** provided an update on behalf of the Washington Liaison Office, particularly in terms of the transition to the Biden administration. Executive Vice President and Chief Operating Officer **Kevin Howard** discussed the Federal Hydropower Memorandum of Understanding signed by the Department of Energy, the Bureau of Reclamation and the Army Corps of Engineers in 2020.

This was followed by regional updates from Senior Vice President and Colorado River Storage Project Management Center Manager **Tim Vigil** and Senior Vice President and Sierra Nevada Regional Manager **Sonja Anderson**, with a promise of spotlights

on other regions in the future.

Employees were also able to submit questions live, via text or chat, for an interactive Q&A session facilitated by Chief of Staff Melissa Ardis.



For more information about WAPA's new mission and vision statements, see "WAPA debuts updated mission, vision statements" in the February issue of Closed Circuit.

Practice safe spring cleaning

By Paul Robbins

pring is here, and for many of us that means spring cleaning. Whether it be at home, in a warehouse or in a shop area, stay safe as you tidy up.

Cleaning can have positive psychological effects as we organize and improve our surroundings. However, let's face it, sometimes cleaning can become routine. When it does, it also becomes more dangerous. This is because we can allow our minds to wander or be vulnerable to complacency and distraction. These states of mind can result in errors that lead to injury.

Distractions steal our attention and take our eyes and mind off the task at hand. They also impair our spatial awareness and ability to recognize and react to hazards.

Break the routine

No matter how routine a job is, you can make it more interesting and safer by putting some thought into it.

Stop what you are doing and perform a quick mental Job Hazard Analysis. Identify job-specific hazards such as distractions, ladders or lifting. Next, identify safe work practices that eliminate or lessen the risk of each hazard, such as avoiding distractions, practicing ladder safety and using proper

The information below addresses

lifting techniques.

Routine jobs can invite distractions such as listening to music, talking to others, texting, checking social media or just thinking about your upcoming lunchbreak.



Cleaning products have labels for a reason!

The National Safety Council suggests reading labels when choosing cleaning products for your home, especially if you have children.

To start, there are three words to watch out for: "Caution" signals a low level of possible harm. "Warning" identifies a higher level of potential risk like serious illness or injury. "Danger" is the highest level of risk and can include mouth, throat or stomach damage if swallowed, in addition to skin tissue damage, blindness or death.

Because of the risks related to household cleaning products, always wear personal protective clothing, gloves and safety glasses as recommended by the manufacturer's label.

Green alternatives

Consider using green cleaning alternatives, which are safer and less harmful than harsh chemicals. Some green cleaners have no odor and clean just as effectively. They can also be better for the environment.

Cleaning with chemicals at work

Section 7.7.1 of the *Power System Safety Manual* states: "Use only approved cleaning solvents for which Safety Data Sheets are available. Follow the precautions listed on the SDS."

Theses safeguards may include adequate ventilation and wearing personal protective equipment such as gloves, safety glasses and clothing.

Never mix cleaning products containing ammonia and bleach. This can cause the release of dangerous gasses that may cause severe lung damage.



When clearing out and cleaning an area, do not:

- Block fire doors or escape routes.
- Store heavy objects on upper shelves.
- Overload attic spaces.
- Stack items within 18" of sprinkler heads.
- Overload storage racks. Know their weight limitations.

A little dusty?

As common as dust can be, it is an irritant that can cause itchy eyes, stuffy nose and coughing.

Minimize dust exposure during regular cleaning activities by increasing ventilation and wearing a dust mask. Avoid using compressed air to clean out a space, which stirs up dust and increases exposure.

Slippery when wet

Slips, trips and falls are some of the most common hazards when cleaning.

Warn occupants when cleaning floors at home, and when at work post "wet floor" signs. If you spill something, wipe it up immediately to prevent a slipping hazard. Keep areas free of clutter while you reorganize and move things around.

Also, keep walkways clear of extension cords, files, boxes, stacked items and other tripping hazards.

Always store cleaning products out of the reach of children. If they are ever ingested, immediately call the Poison Control Hotline at 800.222.1222.

Safe climbing

Do not stand on chairs or climb furniture to reach higher places. Use a ladder and make sure it is the correct type and size for the job. Place it on a firm foundation, climb using three points of contact and do not stand on the top rung or step.

Set extension ladders one foot away from the resting surface for every four feet of height. Wear slip-resistant footwear when climbing and don't lean out or overreach while working on a ladder.

Proper lifting

When lifting manually, bend at the knees and keep your back straight. Use smooth, balanced motions and avoid rapid, jerky movements.

Ask for help when moving large or awkwardly shaped objects and use hand trucks, carts or pallet jacks to move heavy items.

Avoid strains

Reduce the chance of injury by avoiding or minimizing pulling, pushing, lifting, bending, overreaching and twisting. These movements can be complicated by cramped work areas, poor body positioning, heavy lifting and the moving of awkwardly shaped items.

Spring cleaning is a positive thing, and although it can sometimes feel routine you can protect yourself and others from injury by focusing on the task and avoiding distraction and complacency. Keep it safe while keeping it clean.

Note: Information in this article was adapted from the National Institute for Occupational Safety and Health/Occupational Safety and Health Administration. Robbins is a technical writer who works under the Cherokee Nation Strategic Programs contract.

First Listen-In of 2021 features guest speaker

On Jan. 19, the first Listen-In opportunity of 2021 featured a special guest: Director of Responsible Investing for Barrow Hanley Ross Campbell.

Campbell previously served as president of the SRI Research Group, where he was focused on assisting companies with their corporate disclosures and corporate sustainability reports. He also previously managed the sustainability and investor relations efforts for AECOM and Denbury Resources. He spoke about environmental, social and governance factors in investment decisions and provided his perspective of WAPA's ESG profile in particular.

The Listen-In was led by Administrator and CEO Mark A. Gabriel, who introduced Campbell and the other speakers.

Leadership Development Program Manager Troy Steadman and Leadership Development Specialist Brittanie Paquette spoke about leadership development opportunities. Chief Public Affairs Officer Teresa Waugh spoke about upcoming All-Employee Meetings and town hall events. Senior Vice President and Assistant Administrator for Corporate Liaison Dionne Thompson provided an update on the Biden administration's transition. Office of Security and Emergency Management Director Bruce Watson gave a security update and stressed the organization's commitment to employee safety. Chief of Staff Melissa Ardis provided a safety tip regarding calmness, suggesting that employees take a moment to unplug at some point each day.



Reminder: Skype shuts down March 26

As a reminder, WAPA is shutting down Skype for Business Online March 26 at the close of business. To ease the transition, users were encouraged to proactively stop using Skype by March 12 and instead use Microsoft Teams for chat, calls and meetings.

Users are not required to do anything on the cutover date; the bulk of the work will take place behind the scenes.

Some changes to note:

- Scheduled Skype meetings will be converted to Teams meetings.
- Contacts will carry across to Teams.
- The Skype meeting button will be removed from Outlook.

Because Teams offers persistent chat, Skype chat histories will not migrate over to Teams and the Conversation History folder in Outlook will no longer be used.

If you are interested in learning more about the cutover and the specific actions you can take to ease the transition, attend one of the Western IT Call Center's brown bag sessions, scheduled weekly in March and advertised via email.

More information is available by navigating to myWAPA, More News and reading the Feb. 18 "Goodbye, Skype. Hello Teams" story.



WAPA announces VP of IT - Cyber Security

n Feb. 5, **Kevin Schulz** was announced as being WAPA's new Vice President of IT – Cyber Security and Chief Information Security Officer.

In this position, Schulz will provide cybersecurity vision, strategy and guidance to the organization. He will also direct cybersecurity planning for mission-essential and mission-critical infrastructure as well as security assessments in support of infrastructure and network services.

Schulz joined WAPA in 2003 as a contract IT team lead and began his federal service with WAPA as the Headquarters Cyber Security Officer in 2008. In 2015 he was promoted to Cyber Security Information Assurance supervisor.

Schulz holds a Bachelor of Science in Computer and Management Science from Metropolitan State College in Denver, Colorado, and possesses several certifications relevant to his new role at WAPA.

"Kevin has proven himself as a technical expert with an aptitude for leadership and program management," said Senior Vice President and Chief Information Officer **Michael Montoya** in his announcement.

Visiting the office? Fill out a TFAR

eginning Feb. 1, any employee visiting a manned WAPA facility must submit a Temporary Facility Access Request in advance. The TFAR will be reviewed by a supervisor and WAPA's chief of staff. The employee will be notified via email whether their request was approved or denied.

A TFAR must be submitted by any employee or contractors visiting a manned facility for partial day, single day or multiday access. TFARs are not required for employees or contractors who have already been granted permission for regular access to these facilities during the pandemic.

Until further notice, do not visit a manned WAPA facility unless you have received approval.

Complete a TFAR at myWAPA, Service Portal, TFAR Request Form



Opt in for DOE details, reassignments

To be notified of opportunities for Department of Energy details and reassignments open to WAPA employees, sign up for alerts on the DOE Details and Reassignment Opportunities website.

Opportunities will be posted as they are received. To be notified of these opportunities, follow the instructions on the page. Employees who do not set up alerts will not receive notifications.

This site requires visitors to be logged in and connected through WAPA's virtual private network. WAPA-specific details and reassignment opportunities will continue to be emailed WAPA-wide by the Power Marketing Administration Human Resources Shared Service Center.

See DOE Details and Reassignment Opportunities at teams.wapa.int/departments/Administrative/SitePages/DOE%20Details.aspx

